



EMPLOYMENT OPPORTUNITY

POSITION: COURT CLERK
DEPARTMENT: Municipal Court
CLASSIFICATION: FLSA Non-exempt, T231 Union Represented
WAGE RANGE: \$3,279.61 - \$4,051.40 per month (2016 Salary Schedule)
POSTING DATES: December 7th – 18th, 2015

THE POSITION:

Assist with the clerical functions of the court; preparing court calendars, receiving payment of court fines, monitoring delinquent accounts, sending delinquency notices and referring to collection. Set contested and mitigation hearings, monitor court proceedings, and data entry of dispositions.

ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assist in scheduling of jury and bench trials, and summoning jurors and litigants to court.
- Assist in preparing court calendars for criminal and traffic infraction cases.
- Prepare case files for court sessions' ensuring appropriate documentation is in the file.
- Assist in receiving payment of court fines, bail, fees, recording and receipting payments according to established court procedures, setting up time payment agreements.
- Responsible for setting contested and mitigation hearings, obtaining driving records (ADR's), monitoring some court proceedings, data entry of dispositions and subpoenaing officers or affidavits for hearing.
- Respond to telephone and counter inquiries, sort and route documents, initiate correspondence responding to court related inquiries.
- Enter/modify court dates in computer as needed.
- As needed, staff courtroom during sessions, records proceedings, maintain recording logs, mark exhibits and process orders of the court.
- Assist preparing regular court calendars, pulling files for court and ensuring appropriate documentation is in the file.
- Responsible for monitoring probation of defendants, assuring compliance with court orders; reviewing conditions reports, closing qualified cases, and summoning defendants to court if in violation.
- Responsible for monitoring delinquent accounts i.e. sending delinquency notices, collection letters, and referring to collection.

(Complete Job Description Attached)

MINIMUM REQUIREMENTS:

High school diploma or G.E.D. and three years of increasingly responsible court services work, or equivalent combination of education and experience to provide the skills, knowledge, and abilities to perform the work. Ongoing legal/court education – minimum 16 hours per year.

APPLICATION PROCESS:

Only applicants meeting the minimum job qualifications will be considered. Submit a completed City application form, cover letter and resume to: Burlington Municipal Court, 311 Cedar Street, Suite A, Burlington, WA 98233 by 4:30 p.m. on December 18th, 2015. You may electronically access a City of Burlington application and job announcement at <http://burlingtonwa.gov>. Following a review of the applications, the highest qualified applicants will be interviewed and may be tested. Any offer of employment is contingent upon applicant successfully passing a criminal background check. All applicants not selected will be notified in writing.

CITY OF BURLINGTON, WASHINGTON: A city with a population of 8,435 located between Seattle and Vancouver, B.C. along the I-5 corridor. There are 95 full-time City employees.

EQUAL OPPORTUNITY/NON-DISCRIMINATORY EMPLOYER: All qualified persons will be considered for employment without regard to race, color, creed, national origin, age, sex, religion, veteran status, marital status, or the presence of physical, sensory or mental disability, or any other characteristic protected by law, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient performance of that occupation. The City of Burlington is committed to a non-discriminatory recruitment and appointment process.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with directions on the front of this announcement. Applicants are responsible for the truth of all statements. Misrepresentation and incomplete or inaccurate entries may be the cause of application rejection, removal from the employment list or discharge from City service. Your application must be received in the department noted on the front of this announcement. Unless otherwise specified, faxes, email and postmarks are not accepted.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYEE BENEFITS

PAID LEAVE: Sick leave, holidays and vacation provisions are provided through City policy or union contract. Currently, regular City employees receive 11 paid holidays per year. Vacation day rates are increased at regular intervals based on length of City service. Sick leave is earned at the rate of 8 hours per month.

RETIREMENT: All regular employees of the City are mandatory members of the State of Washington Public Employee's Retirement System (PERS) except Law Enforcement Officers and Firefighters who are members of the Law Enforcement Officers' and Firefighter's Retirement System (LEOFF). Employees and the City contribute jointly to the plans.

GROUP INSURANCE: Regular full-time employees and their eligible dependents are covered by dental and vision insurance plans. Employees are required to pay a portion of the monthly premium for dependent medical insurance coverage. Employees are covered by a medical insurance plan. Employees are covered by the State Industrial Insurance Act.

EMPLOYMENT

HOURS OF WORK: City employees have a work week of 40 hours, Monday through Friday, however, some positions require night shift, holiday, overtime and weekend work.

SALARY INCREASES: The City provides for a regular progression of salary increases.

UNION AFFILIATION: Job classifications covered by union security provisions may require union membership, dues, or payment of equivalent services fees. If hired, contact a supervisor or union representative to determine the union security provision if any, which may apply to your position.

TRIAL PERIOD: Regular full-time status is subject to successful completion of a 6-month trial period (12 months for Police and Fire Department employees).

PRE EMPLOYMENT DRUG SCREENING & BACKGROUND CHECK: Any offer of employment may be contingent upon the applicant passing a urinalysis test for drug abuse and a background check.

ELIGIBILITY LISTS: The City of Burlington reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to six (6) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. The City of Burlington is committed to a smoke-free environment.